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Cargo Scheduling Series

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SERIES DEFINITION

This series includes all classes of positions the duties of which are to supervise or perform work in controlling or scheduling the movement of cargo into, out of, or through one or more terminals in the proper amounts and time sequence in relationship to the priority of the cargo, the terminals' ability to accommodate the cargo and/or the carriers' ability to move the cargo. This work requires the technical analysis of the transportation considerations which affect the movement of cargo in the proper relationships to the terminal and carrier capacity. Extensive knowledge of transportation systems and of transportation rules and regulations is required but technical knowledge of freight classification and of common carriers' rates is not required.

OCCUPATIONAL INFORMATION

Cargo schedulers receive information from a great variety of sources concerning such matters as: (1) the schedule of arrival and departure of ships, planes, trains, or other transport vehicles; (2) cargo backlogs at shipping points and/or other terminals and cargo enroute to terminals; (3) capacity and route of the ships, planes, trains, or other transport vehicles; (4) weight or space allocations assigned to the control point for each voyage, trip, or flight; and (5) other possible conditions which would affect the flow of cargo through terminals (e.g., weather or other acts of God, strikes, labor shortages, etc.).

Cargo schedulers are responsible for maintaining a balanced flow of freight through the terminal. They call freight forward from the shipping points in quantities that can be managed efficiently in the terminal and are within the capacity of the carriers. They assign transportation priority and release freight from the terminal in a manner designed to utilize to the fullest possible extent the capacity of the carriers.

These positions operate principally in transportation systems which are government-operated or which utilize contract or charter carriers where the movement of the ship, plane, or other transport vehicle and the weight and space utilization are controlled by the Government.

EXCLUSIONS

Excluded from this series are:

1. Positions the duties of which are to administer, supervise, or perform work involved in planning, developing, adapting, installing, operating, advising on, and/or controlling traffic management programs for the economical and efficient utilization of common and other transportation carrier service. Such positions are classified in the [Traffic Management Series, GS-2130](#).
2. Positions the duties of which are to supervise or perform work involved in the procurement of common and other carrier services for the domestic and foreign movement of specific freight shipments without traffic program responsibility when rates and classification are determined by reference to carrier classification and rate publications and

the work requires application of a technical knowledge of those tariff and classification documents and of the rules, regulations, laws, agreements, contracts, or regulatory provisions governing the shipment of freight by common carrier. Such positions are classified in the [Freight Rate Series, GS-2131](#).

3. Positions the duties of which are to supervise or perform work involved in the procurement of common and other passenger carrier services for the domestic and foreign transport of passengers without passenger traffic program responsibility. Such positions are classified in the [Travel Series, GS-2132](#). (See also [Passenger Rate Series, GS-2133](#).)
4. Positions the duties of which are to administer, supervise, or perform work involved in planning, directing, or operating rail, motor, air, or water transportation systems, and service and terminal facilities, including positions involving responsibility for operation of both transportation service and terminal facilities. Such positions are properly classified in the [Transportation Operations Series, GS-2150](#).
5. Positions the duties of which are to supervise or perform work involved in dispatching or scheduling motor vehicles, trains, aircraft, or vessels used for the transportation of passengers, mail, equipment, or supplies. Aircraft dispatcher positions may also include such typical duties as clerical processing of flight clearances; limited advice to pilot on procedures in obtaining clearances and completion forms; and support duties such as posting and announcing arrivals and departures, computing aircraft weight and balance, maintaining passenger and cargo manifest records, and maintaining reservations log. Such positions are properly classified in the [Dispatching Series, GS-2151](#).
6. Positions the duties of which are to supervise or perform clerical work in the shipment of freight including such activities as: arrangement for shipment of freight; determining eligibility to ship household and personal effects at Government expense; making arrangement for pickup, delivery, storage, and other transportation services; preparing, completing, sorting, matching, and assembling shipping documents, records, receipts, and manifests and forwarding these to receiving and shipping points; maintaining records or record control systems; and contacting shippers or carriers relative to the scheduling, expediting, loss, damage, delay, or disposition of shipments. This work requires knowledge of agency regulations governing the shipment of freight but does not require technical knowledge of freight classification or rate structures. Such positions are properly classified in the [Shipment Clerical Series, GS-2134](#).

TITLES

The basic title suggested for nonsupervisory positions is *Cargo Scheduler*.